

RETAINING WALL PERMIT PACKAGE

OC Planning



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Permit Application

County of Orange

Today's Date: _____

Permit #: _____

TYPE OF PERMIT

- | | |
|--|--|
| <input type="checkbox"/> RESIDENTIAL (RS) | <input type="checkbox"/> COMMERCIAL (NR) |
| <input type="checkbox"/> SWIMMING POOL/SPA (SW/SA) | <input type="checkbox"/> ELECTRICAL (EL) |
| <input type="checkbox"/> MECHANICAL (ME) | <input type="checkbox"/> PLUMBING (PB) |
| <input type="checkbox"/> GRADING (GA/GB) | <input type="checkbox"/> SIGN (SB), SOLAR (SL) |
| <input type="checkbox"/> RETAINING WALL
(Separate attachment required for multiple wall submittal) (RW) | <input type="checkbox"/> Non-Structural (EL, PB, ME Combo) |
| | <input type="checkbox"/> DEMOLITION (DM) |

PROJECT INFORMATION

Address of Project: _____

Address

City

Zip

Location of Site (Decimal Degrees): _____ / _____ Example: 33.687 / -117.786

Latitude

Longitude

Latitude

Longitude

Owner Name: _____ Phone Number: _____

Owner Address: _____

Address

City

Zip

Current Permits: _____

Contractor: _____ License #: _____

Address: _____ Phone Number: _____

Agent/Contact Person * : _____ Affiliation: _____

Phone Number: _____ Fax: _____ Email: _____

Job Description: _____

STRUCTURE SIZE: _____ / _____ / _____

Total

1st floor

2nd floor

3rd floor

GARAGE SIZE SQUARE FEET: _____ SITE ACREAGE: _____

ARCHITECT: _____ / _____ / _____ / _____

Name

Lic#:

Street #

Area City

Phone Number

ENGINEER: _____ / _____ / _____ / _____

Name

Lic#:

Street #

Area City

Phone Number

SOILS ENGINEER: _____ / _____ / _____ / _____

* If different than owner, owner must sign & certify that they want this person/agent to serve as the designated contact of this application.

Name

Lic#:

Street #

Area City

Phone Number

STAFF USE ONLY☐ OTC ☐ PLAN CHECK ☐ PLANNING APPLICATION**SETBACKS**

ZONING: _____ ☐ FP ☐ Coastal ACTUAL: _____ REQ'D: _____

APN#: _____ FRONT _____

LEGAL: _____ SIDE (R) _____

PA/CP: _____ ☐ Required SIDE (L) _____

PLANNER'S NAME: _____ REAR _____

Applicable to Grading Permits ONLY

ENGINEER GEOLOGIST: _____ / _____ / _____ / _____

Name Lic# Street # Area City Phone Number

CUT: _____ FILL: _____ EXPORT: _____

CUBIC YARDAGE: _____

SITE ACREAGE: _____ WDID: _____ NOI: _____

TOTAL SITE ACREAGE: _____ DISTURBED SITE ACREAGE: _____

CAL/OSHA REQUIREMENTS (CHECK APPLICABLE BOX)

- ☐ I am the owner-builder and exempt from State permit requirements.
- ☐ I acknowledge that I must submit proof of issuance of CAL/OSHA permit for the project.
- ☐ The project does not require a CAL/OSHA permit, based upon the criteria on the reverse side of this sheet.

Applicable to Sign Permits ONLY:

TENANT/BUSINESS NAME: _____

OCCUPANCY PERMIT NUMBER: _____

SIGNAGE DETAIL: ☐ Wall Sign ☐ Freestanding ☐ Single Face ☐ Double Face ☐ Illuminated ☐ Non-Illuminated

Height: _____ Length: _____ Sq Ft: _____ Ground Clearance: _____

ADDITIONAL INFORMATION: _____

DECLARATION:

I declare that the foregoing is a true and correct to the best of my knowledge. I understand that an incorrect answer will cause delay to inspection approval and issuance of a stop-work order.

Print Name

Signature

Date



Designation of Financially Responsible Party

County of Orange

As stated in the Board-approved Ordinance, the County's Planning Department operates by using a time-and-material based deposit and fee structure for plan check, inspection, and planning services. Thus, it is required that each permit or record maintained by Planning have a Financially Responsible Party (FRP) identified.

Per the County Ordinance, the FRP and the owner will receive all official communications regarding fiscal matters, including notices of low balances and additional requests for deposits and copies of permits, and will also receive any refunds, if applicable. Once the FRP is identified, a confirmation notice will be sent in which the named FRP will have 10 days to notify the County of any errors. If the designation is contested, all work on the permit(s) may be stopped until this issue is resolved.

Permit / Record # (s)

As the ☐ Applicant ☐ Owner ☐ Contractor ☐ Other (specify) _____, I designate the Financially Responsible Party to be: _____.

Contact Person/Agent of this application to be: _____.

☐ Applicant ☐ Owner ☐ Contractor ☐ Other _____

Name _____

Company / Business Name _____

Address _____

City, State, Zip _____

Phone # _____

Email Address _____

PRINT NAME

SIGNATURE

DATE

County Use Only

☐ New Application

☐ Revision to Current Application

Received by: _____

Date: _____

Role Updated in APPS: _____



Building Permit and Plan Check Process for Retaining Walls

County of Orange

To ensure that construction complies with building regulations and standards, the County requires building permits to be obtained before construction or change in occupancy can begin. Building plans are required for permit issuance.

Plans submitted for building permits are reviewed for compliance with County Building Ordinances (Building Codes) and State building.

The plan check process is summarized below to help you get acquainted with the building permit and plan check process:

1. Applicant submits Building Permit Application at the Development Processing Center (DPC)

2. Applicant submits 3 sets of plans which consist of the following (DPC):

- ☐ Site Plan
- ☐ Structural Plans (Original Signature by Engineer/ Architect)
- ☐ Structural Details and Material Specifications
- ☐ Structural Calculations
- ☐ Soil Report, less than 6 months old (Original Signature by Engineer/ Architect)

*Smaller projects may not need all of the above items.

3. Applicant consults with Grading Dept, DPC Station # 3, for grading clearance.

4. Applicant obtains Zoning clearance, DPC Station # 1, prior to permit issuance.

5. Pay Plan Check Deposit at DPC Station # 6.

6. Typical 1st Plan Check Corrections are completed in approximately 2 to 3 weeks.

7. Applicant re-submits corrected plans for re-check.

8. Typical 1st Plan Re-Check Corrections are completed in approximately 1 to 2 weeks.

9. After plans are approved and all clearances are obtained, County will approve two (2) sets of plans. One (1) set for the job site and one(1) for office archive. One (1) additional set of plans are required for the Assessor's office.

1. Building permit issuance requires Workmen Compensation Insurance.

2. Building permit issuance required California licensed contractor ID.

3. Building permit issuance may be issued as Owner-Builder.

10. Applicant will call County Inspection Office to schedule inspection.

11. After final inspections, County will issue Certificate of Occupancy.



Retaining Walls Submittal Requirements for Intake

County of Orange

Copies Required:

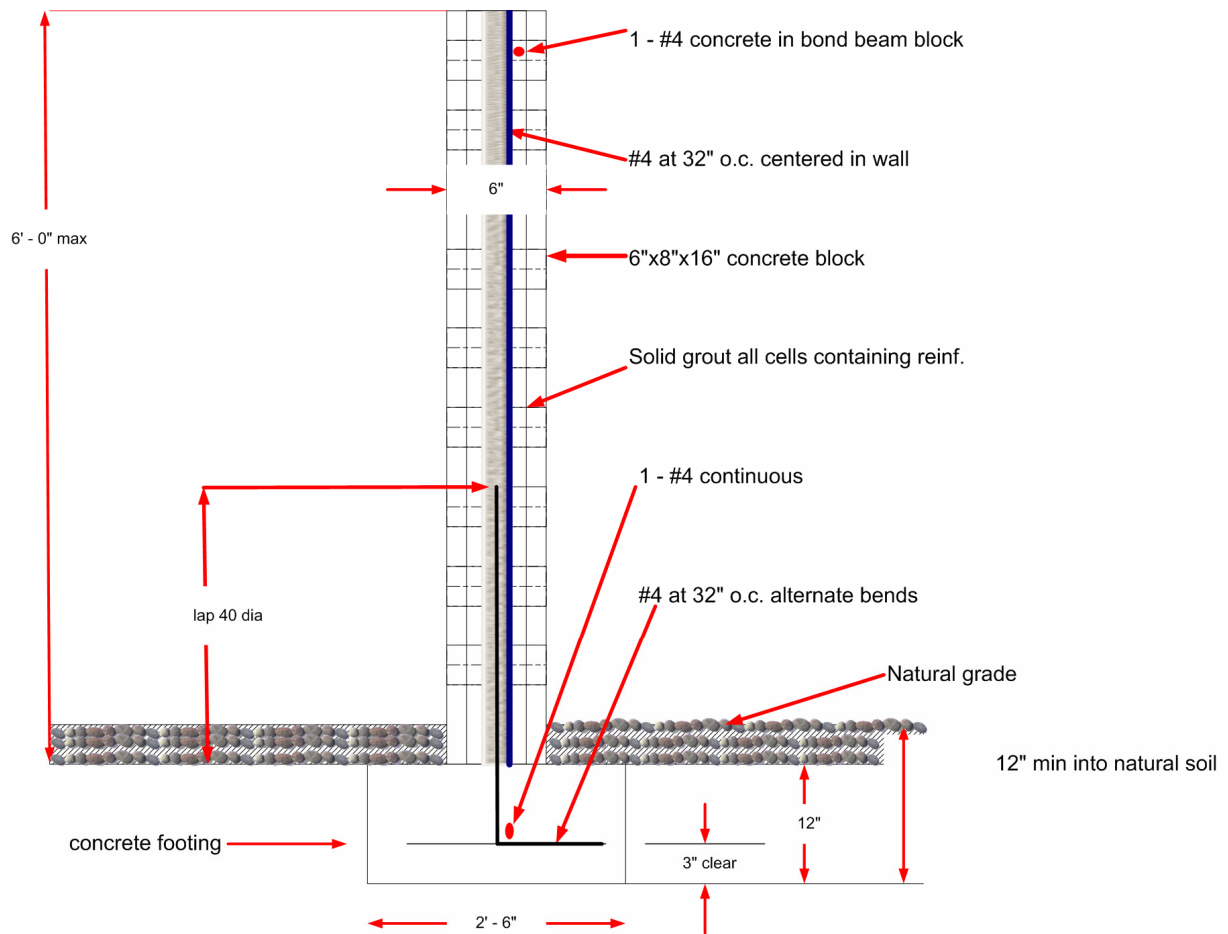
1. Three (3) copies of Site and Structural Plans (Original Signature by Engineer/ Architect)
2. Two (2) copies of Structural Calculations
3. Three (3) copies of Geotechnical Reports (Soil Report) less than 6 months old (Original Signature by Engineer/ Architect) or use the following equivalent fluid pressures:
 - 75 PCF for max. 6 ft wall with level sand backfill at 45 degrees from bottom of footing.
 - 105 PCF for max. 6 ft. wall with level backfill with unknown materials.
 - 125 PCF or max. 3 ft. wall with max. 2:1 sand backfill at 45 degrees from bottom of footing.
 - 175 PCF for max. 3 ft. wall with max 2:1 backfill with unknown materials.

Please note that the values are increased substantially to account for seismic forces now required in the 2007 California Building Code (CBC).

WE DO NOT ACCEPT INCOMPLETE SUBMITTALS

6' Block Wall Guidelines

County of Orange



NOTES & SPECIFICATIONS

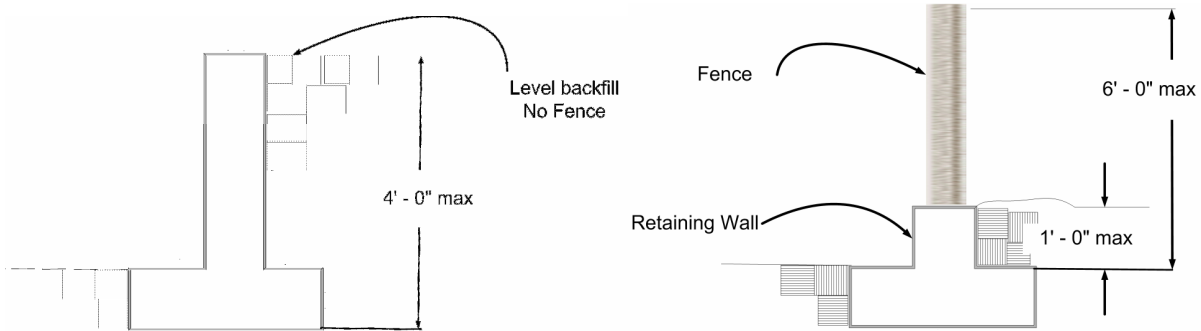
1. Masonry units shall comply with UBC standard 21-4
2. Portland cement shall conform to A.S.T.M C150
3. Concrete shall have a minimum compressive strength of 2,000 PSI @ 28 days.
4. Type S mortar
5. Grout shall be fluid consistency. Ratio by Volumes
 - a. 1 part cement 3 parts sand OR
 - b. 1 part cement, 3 parts sand , 2 parts pea gravel
6. Reinforcing steel shall be deformed bars conforming to A.S.T.M A 615, Grade 40
7. Design based on no continuous inspection and with 15 LB wind load
8. Allowable soil bearing value assumed to be 1000 PSF



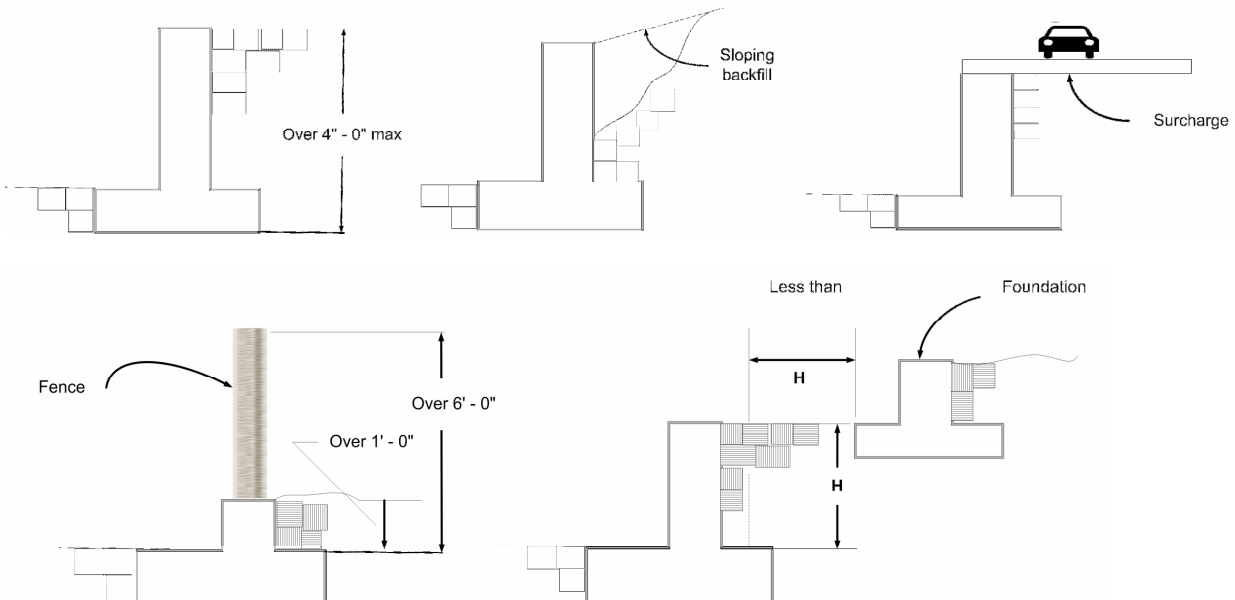
Retaining Wall Permit Requirements

County of Orange

PERMITS ARE NOT REQUIRED FOR CONDITIONS SHOW, UNLESS WALL IS PLACED IN THE FRONT SETBACK.



PERMITS ARE REQUIRED FOR CONDITIONS BELOW:





Retaining Wall Application Questionnaire

County of Orange

Building/Plan Check #: _____

I. Active Grading Permit:

1. Is there an existing Grading Permit?

If yes, provide Permit # : _____

☐ YES ☐ NO

2. Is the wall shown on the permitted Grading Plan?

Note: IF the retaining walls are not shown then the applicant must revise the grading plan to show the walls.

☐ YES ☐ NO

II. No Active Grading Permit:

1. Is there a known existing slope failure on site?

☐ YES ☐ NO

2. Is the proposed retaining wall higher than 6 feet?

☐ YES ☐ NO

3. Is the excavation more than 50 cubic yards?

☐ YES ☐ NO

4. Is there an existing slope to be supported?

☐ YES ☐ NO

5. Is there an exiting descending slope below the proposed retaining wall?

☐ YES ☐ NO

6. Will there be more than eighteen (18") wide backfill behind the proposed retaining wall?

☐ YES ☐ NO

7. Will the proposed retaining wall be part of a future structure?

☐ YES ☐ NO

8. Will the proposed retaining wall obstruct any drainage?

☐ YES ☐ NO

9. Will any excavated soil, except the used for backfill, be placed as fill somewhere other than at the County landfill?

☐ YES ☐ NO

10. Is there any Underground utility located within 5 feet of the proposed retaining wall?

☐ YES ☐ NO

11. Is there an unresolved Grading Code violation on this site?

☐ YES ☐ NO

12. Are or will there be any foundations/retaining walls immediately above or below the proposed retaining wall?

☐ YES ☐ NO

Note: IF the answered to any of the above is "Yes" a grading pre-inspection will be necessary and a Grading Permit and/or Geotechnical/Geologic report may be required.

III. Declaration:

I declare that the foregoing is true and correct to the best of my knowledge

Site Address

City,

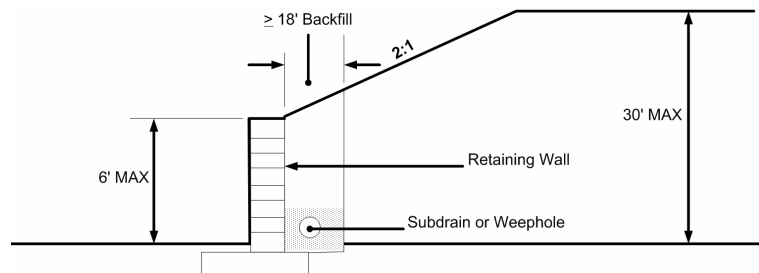
Zip Code

Signature of Applicant

Date

Signature of Plan Checker

Date

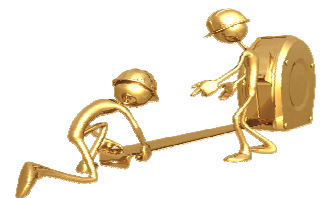
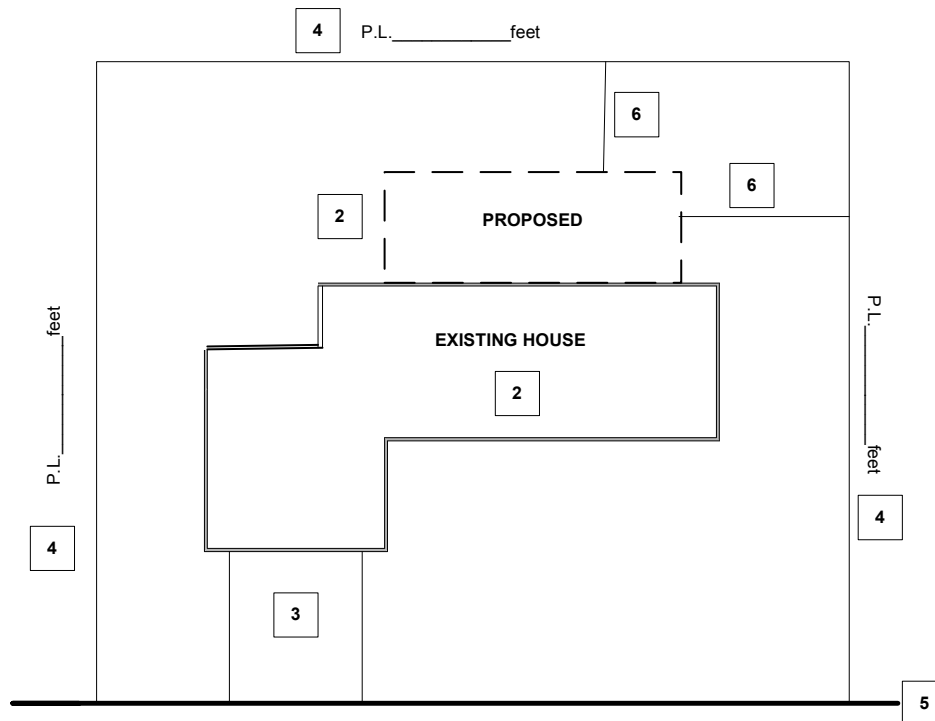


IF A GRADING PRE-INSPECTION IS REQUIRED, BUILDING PLAN CHECK SHALL FORWARD TO GRADING INSPECTION.



Typical Plot Plan

County of Orange



STREET NAME



Scale: _____ = _____

1. Project Location information (i.e. APN/ Tract and Lot).
2. Building footprints and rooflines – Location and use of all existing and proposed structures and landscape areas, including size, dimensions and distances to property lines.
3. Access – Including driveways, existing and proposed.
4. Property lines – Include and label all building site dimensions and ownership boundaries.
5. Ultimate street right-of-way lines – Including name, location, size and distance from property lines, and location of sidewalks, curb and gutter, and edge of pavement, public or private.
6. Show setbacks from property lines.
7. Easements – Including location, purpose, and dimensions (i.e. Flood Plain, Utilities, Ingress/Egress, Open Space Conservation / Scenic, etc.).
8. Fencing and Walls – Include retaining walls, existing and proposed, with heights from grade inside the outside at all turning points and the center points of all straight sections.



NPDES Notes

County of Orange

Notes must be shown as worded, on the title sheet of the plan.

1. In the case of emergency, call _____
at Work Phone # _____
or Home Phone # _____
2. Sediment from areas disturbed by construction shall be retained on site using structural controls to the maximum extent practicable.
3. Stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tacking, or wind.
4. Appropriate BMP's for construction-related materials, wastes, spills shall be implemented to minimize transport from the site to streets, drainage facilities, or adjoining properties by wind or runoff.
5. Runoff from equipment and vehicle washing shall be contained at construction sites unless treated to reduce or remove sediment and other pollutants.
6. All construction contractor and subcontractor personnel are to be made aware of the required best management practices and good housekeeping measures for the project site and any associated construction staging areas.
7. At the end of each day of construction activity all construction debris and waste materials shall be collected and properly disposed in trash or recycle bins.
8. Construction sites shall be maintained in such a condition that an anticipated storm does not carry wastes or pollutants off the site. Discharges of material other than stormwater only when necessary for performance and completion of construction practices and where they do not: cause or contribute to a violation of any water quality standard; cause or threaten to cause pollution, contamination, or nuisance; or contain a hazardous substance in a quantity reportable under Federal Regulations 40 CFR Parts 117 and 302.
9. Potential pollutants include but are not limited to: solid or liquid chemical spills; wastes from paints, stains, sealants, glues, limes, pesticides, herbicides, wood preservatives and solvents; asbestos fibers, paint flakes or stucco fragments; fuels, oils, lubricants, and hydraulic, radiator or battery fluids; fertilizers, vehicle/equipment wash water and concrete wash water; concrete, detergent or floatable wastes; wastes from any engine/equipment

steam cleaning or chemical degreasing and superchlorinated potable water line flushing. During construction, permittee shall dispose of such materials in a specified and controlled temporary area on-site, physically separated from potential stormwater runoff, with ultimate disposal in accordance with local, state and federal requirements.

10. Dewatering of contaminated groundwater, or discharging contaminated soils via surface erosion is prohibited. Dewatering of non-contaminated groundwater requires a National Pollutant Discharge Elimination System Permit from the respective State Regional Water Quality Control Board.
11. Graded areas on the permitted area perimeter must drain away from the face of slopes at the conclusion of each working day. Drainage is to be directed toward desilting facilities.
12. The permittee and contractor shall be responsible and shall take necessary precautions to prevent public trespass onto areas where impounded water creates a hazardous condition.
13. The permittee and contractor shall inspect the erosion control work and insure that the work is in accordance with the approved plans.
14. The permittee shall notify all general contractors, subcontractors, material suppliers, lessees, and property owners: that dumping of chemicals into the storm drain system or the watershed is prohibited.
15. Equipment and workers for emergency work shall be made available at all times during the rainy season. Necessary materials shall be available on site and stockpiled at convenient locations to facilitate rapid construction of temporary devices when rain is imminent.
16. All removable erosion protective devices shall be in place at the end of each working day when the 5-Day Rain Probability Forecast exceeds 40%.
17. Sediments from areas disturbed by construction shall be retained on site using an effective combination of erosion and sediment controls to the maximum extent practicable, and stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind.
18. Appropriate BMPs for construction-related materials, wastes, spills or residues shall be implemented and retained on site to minimize transport from the site to streets, drainage facilities, or adjoining property by wind or runoff.